



WYOMING DEPARTMENT OF CORRECTIONS

Policy and Procedure #2.200

Inmate Housing Areas

Page 1 of 10

Authority: Wyoming Statute(s): 25-1-104; 25-1-105. PREANS: 115-18 ACA Standard(s): 4-4132-Revised; 4-4133-Revised; 4-4134; 4-4135-Revised; 4-4137; 4-4137-1; 4-4138; 4-4138-1; 4-4139; 4-4139-1; 4-4140; 4-4141-Revised; 4-4142; 4-4143; 4-4144; 4-4417; 4-4418; 4-4419; 2-CO-2B-02		Effective Date: December 29,2014 Revision/Review History: 06/15/14 12/05/13 12/05/12 Summary of Revision/Review: Updates existing policy pursuant to annual review.
Cross Reference of Policy: P&P #2.300, <i>Environmental Conditions</i>	Supersedes Existing Policy:	
Approved: R.O. Lampert Robert O. Lampert, Director 12-22-14 Date		

APPROVED FOR INMATE DISTRIBUTION

REFERENCE

1. ATTACHMENTS – None Noted
2. OTHER – None Noted



I. PURPOSE

- A. **Requirements for Inmate Housing Areas.** The purpose of this policy is to describe minimum space, furnishings, and other related requirements for inmate housing areas within Wyoming Department of Corrections (WDOC) facilities. Inmate housing areas are the foundation of institutional living and must promote the safety and well-being of both inmates and staff.

II. POLICY

- A. **General Policy.** It is the policy of WDOC to ensure that all institutional housing areas are built, equipped, and maintained in compliance with applicable standards. All inmate housing assignments shall take into consideration each individual inmate's safety, security, classification, and program needs and ensure that the safety and security of staff and the facility are maintained.
- B. **Design and Planning.** It is the policy of WDOC that new correctional institutions be constructed or existing facilities be expanded only after a needs evaluation study has been completed. (2-CO-2B-02)
1. The needs evaluation includes the requirements of this policy and other associated codes, statutes, and standards. Prior to approval of all future projects, the Central Office Facilities Construction and Operations Manager shall review relevant plans to certify compliance with this policy.
- C. **Determination of Housing Assignments.** It is the policy of WDOC that inmate housing assignments are based on the safety and security of the inmate and the assigned facility/housing unit shall be the focus of all decisions relative to an inmate's housing assignment.
- D. **Upgrades to Facilities and Technologies.** It is the policy of WDOC in designing or acquiring any new facility and in planning any substantial expansion or modification of existing facilities to consider the effect of the design, acquisition, expansion, or modification upon WDOC's ability to protect inmates from harm, including sexual abuse. (PREANS 115.18.a) When installing or updating a video monitoring system, electronic surveillance system, or other monitoring technology, WDOC shall consider how such technology may enhance WDOC's ability to protect inmates from harm, including sexual abuse. (PREANS 115.118.b)

III. DEFINITIONS



WYOMING DEPARTMENT OF CORRECTIONS	Policy and Procedure #2.200	Page 3 of 10
		Inmate Housing Areas

- A. **Architectural Barriers Act of 1968:** *(For this policy only.)* The Architectural Barriers Act of 1968 requires that facilities designed, built, altered, or leased with funds supplied by the United States Federal Government be accessible to the public and those with disabilities.
- B. **Correctional Facility:** Any correctional facility operated by the Wyoming Department of Corrections or correctional facilities and county jails under contract with the Wyoming Department of Corrections.
- C. **Decibel (dba):** A unit used to measure the volume/intensity of sound. A zero-decibel reference is stipulated to be the lowest level audible to the human ear; the speaking voice of most people ranges from forty-five (45) to seventy-five (75) decibels; and the average pain level is one hundred thirty (130) decibels.
- D. **Facilities Construction and Maintenance Manager:** The Central Office staff member assigned to oversee construction and maintenance issues for the Department.
- E. **Footcandle:** A unit of measurement of light equal to the amount of direct light thrown by one international candle on a surface one foot away.
- F. **PREANS:** Part 115 of Title 28 of the Code of Federal Regulations, titled Prison Rape Elimination Act National Standards, and adopted in accordance with the Prison Rape Elimination Act of 2003.
- G. **Unencumbered Space:** Usable space not encumbered by furnishings or fixtures.
- H. **Writing Surface:** *(For this policy only.)* A fixed or free-standing surface under which a person can sit.

IV. PROCEDURE

A. Occupancy and Space Requirements

- 1. Cells used for housing inmates shall provide at a minimum, twenty-five (25) square feet of unencumbered space per occupant. Unencumbered space is usable space that is not encumbered by furnishings or fixtures. At least one dimension of the unencumbered space shall be no less than seven (7) feet. In determining unencumbered space in the cell or room, the total square footage shall be obtained and the square footage of the fixtures and the equipment shall be subtracted. (ACA 4-4132-Revised)



<p align="center">WYOMING DEPARTMENT OF CORRECTIONS</p>	<p align="center">Policy and Procedure #2.200</p>	<p>Page 4 of 10</p>
		<p>Inmate Housing Areas</p>

- i. All fixtures and equipment must be in operational position and must provide the following minimums per person:
 - a. Bed;
 - b. Plumbing fixtures (if inside the cell/room);
 - c. Desk;
 - d. Locker; and
 - e. Chair or stool.
 - ii. Those portions of facilities whose original design does not meet the above standard are exempted from the above stated requirement, provided they meet or exceed the original design parameters and state/local building codes. Consideration shall be given to improving facilities to meet this standard when any renovation to the facility is made, provided funding is available and appropriated for such renovation.
 2. Single-occupancy cells/rooms measuring a total floor space of at least eighty (80) square feet, of which thirty-five (35) square feet is unencumbered space, shall be available, when indicated, for the following: (ACA 4-4133-Revised)
 - i. Inmates with severe medical disabilities;
 - ii. Inmates suffering from serious mental illness;
 - iii. Sexual predators;
 - iv. Inmates likely to be exploited or victimized by others;
 - v. Inmates who have other special needs for single housing; and
 - vi. Maximum custody inmates.
- B. Cell-Type Housing.** The following design elements shall be incorporated into cell-type housing units:
1. Each inmate confined to a cell/room for less than ten (10) hours daily shall be provided a sleeping area with the following: (ACA 4-4134)



<p align="center">WYOMING DEPARTMENT OF CORRECTIONS</p>	<p align="center">Policy and Procedure #2.200</p>	<p align="right">Page 5 of 10</p>
		<p align="center">Inmate Housing Areas</p>

- i. A sleeping surface and mattress at least twelve (12) inches off of the floor;
 - ii. A writing surface and proximate area to sit;
 - iii. Storage for personal items; and
 - iv. Adequate storage space for clothes and personal belongings.
2. Each inmate confined to a cell/room for less than ten (10) hours daily shall be provided a sleeping area with the following: (ACA 4-4134)
 - i. A sleeping surface and mattress at least twelve (12) inches off of the floor;
 - ii. Storage for personal items; and
 - iii. Adequate storage space for clothes and personal belongings.
3. Each inmate cell/room shall include the following:
 - i. A separate toilet fixture and sink that are available for use without staff assistance twenty-four (24) hours a day;
 - ii. A wash basin with hot and cold running water;
 - iii. A bed with mattress that is more than twelve (12) inches off the floor;
 - iv. A desk or other writing surface;
 - v. Hooks or property storage space; and
 - vi. A chair or stool.
4. There shall be lighting of at least twenty (20) footcandles at desk level in the personal grooming area.
5. There shall be appropriate air circulation in all inmate living areas, staff offices and dining areas as provided in WDOC Policy and Procedure #2.300, *Environmental Conditions*.
 - i. Emergency backup systems for ventilation shall be available in the event of a power failure.



6. Temperatures shall be appropriate to summer and winter comfort zones;
7. Permitted noise levels shall not exceed seventy (70) decibels.

C. Dormitory Housing

1. Dormitories and other multiple-occupant housing areas, such as “squad rooms”, shall house no less than two (2) and no more than fifty (50) pre-screened inmates in each dorm.
2. At least thirty-five (35) square feet of unencumbered floor space shall be available per inmate;
3. Each dormitory, to include the medical infirmary unit, shall include the following:
 - i. Inmates shall have access to inmate toilets and hand-washing facilities twenty-four (24) hours per day. Inmates shall be able to use these facilities without staff assistance when they are confined in their cells/sleeping area or medical housing unit/infirmary area. There shall be at least one (1) operable toilet for every twelve (12) inmates in male facilities and at least one (1) operable toilet for every eight (8) inmates in female facilities. Urinals may be substituted for up to one-half of the toilets in a male facility; however, all housing units with three (3) or more inmates shall have at least (2) two toilets. These ratios shall apply unless state or local building or health codes specify a different ratio. (ACA 4-4137; 4-4419)
 - a. For new construction after June 2014, the ratios outlined in section IV.C.3.i, above, apply unless any applicable building or health codes require additional fixtures. (4137-1)
 - ii. Inmates shall have access to at least one (1) operable wash basin with hot and cold running water for every twelve (12) inmates, available twenty-four (24) hours a day in inmate housing areas and the medical housing unit/infirmary area unless state or local building or health codes specify a different ratio; (ACA 4-4138; 4-4418)
 - a. For new construction after June 2014, the ratios outlined in section IV.C.3.ii, above, apply unless any applicable building or health codes require additional fixtures. (4138-1)



- iii. There shall be a locker or private storage area for each inmate;
 - iv. Light, temperature, and air circulation conditions shall be provided at the same levels as in single cells; and
 - v. Direct staff observation.
4. Drinking fountains shall be available in all dormitory units.

D. Bathing Facilities

1. Inmates shall have access to operable showers with temperature-controlled hot and cold running water, at a minimum ratio of one (1) shower for every eight (8) inmates, unless national and state building or health codes specify a different ration. Showers shall be located in the housing area in proximity to cells. Thermostatic controls shall ensure that the water temperature for showers is between one hundred (100) and one hundred twenty (120) degrees Fahrenheit to ensure safety of inmates and to promote hygienic practices. (ACA 4-4139)
2. For new construction after June 2014, inmates shall have access to operable showers with temperature-controlled hot and cold running water, at a minimum ration of one (1) shower for every twelve (12) inmates, unless applicable codes require additional fixtures. Water for showers is thermostatically controlled to temperatures ranging from 100 and one hundred twenty degrees Fahrenheit to ensure the safety of inmates and promote hygienic practices. (ACA 4-4139-1)
3. There shall be sufficient bathing facilities in the medical housing unit and infirmary area to allow offenders housed there to bathe daily. (ACA 4-4417)
 - i. At least one (1) bathing facility shall be configured and equipped to accommodate inmates who have physical impairment or who need assistance to bathe.

E. Dayrooms

1. Dayrooms with space for varied inmate activities shall be situated immediately adjacent to the inmate sleeping areas. Dayrooms provide sufficient seating and writing surfaces and all furnishings are consistent with the custody level of the inmates assigned. Dayrooms shall provide a minimum of thirty-five (35) square feet of space per inmate (exclusive of lavatories, showers, and toilets) for the maximum number of inmates who



use the dayroom at one time, and no dayroom shall encompass less than one hundred (100) square feet of space (exclusive of lavatories, showers, and toilets). (ACA 4-4135-R)

F. Special Management Housing (Segregation/Protective Custody Housing)

1. Segregation and Protective Custody housing units shall provide living conditions that approximate those provided to the general institution population; all exceptions shall be clearly documented. Segregation cells/rooms shall permit the inmates assigned to them to converse with and be observed by staff members. (ACA 4-4140)
2. Segregation cells shall provide at least eighty (80) square feet per cell, of which at least thirty-five (35) square feet of floor space is unencumbered. (ACA 4-4141 Revised)
3. Segregation cells shall contain the following:
 - i. A bed at least twelve (12) inches above floor level;
 - ii. A desk or other writing surface;
 - iii. A chair or stool;
 - iv. Continuous access to above-floor toilet facilities;
 - v. Continuous access to hot and cold running water;
 - vi. Light, temperature, and air circulation conditions at the same levels as in single cells in the general population;
 - vii. Natural light through a window or opening not less than three (3) square feet in size and with a view to the outside; and
 - viii. A door that permits observation by and conversation with staff.
4. Segregation cells may only be double-bunked with approval from the Warden.

G. Medical Housing Assignments. Special housing assignments due to medical conditions shall be made as recommended by medical personnel. This may include bottom bunk restriction, lower floor assignments, wheelchair accessible areas, *etc.*

H. Housing for the Disabled



1. Inmates with disabilities shall be housed in a manner that provides for their safety and security. Housing used by inmates with disabilities shall be designed for their use and shall provide for integration with other inmates. Programs and services shall be accessible to inmates with disabilities who reside in the facility. (ACA 4-4142).
 - i. Housing includes, but is not limited to, rooms, sleeping areas, furnishings, dayrooms, toilets, washbasins, showers, and other common elements.
 - ii. An inmate with a disability shall not be placed in a special unit (*e.g.*, the infirmary, security room, or protective custody) that cannot accommodate the inmate's disability.
 - iii. Program and service areas include, but are not limited to, exercise and recreation areas, visiting rooms, classrooms, dining rooms, commissary/canteen, telephone facilities, library, reception and classification areas, chapel, and administrative areas where appropriate.
 - iv. All designs shall ensure compliance with the Architectural Barriers Act of 1968, and implementing regulations shall ensure facility access by staff and the public.
2. All WDOC facilities shall provide for the assignment of appropriately trained individuals to assist disabled inmates who cannot otherwise perform basic life functions. (ACA 4-4143)
3. All WDOC facilities shall provide education, equipment and facilities, and the support necessary for inmates with disabilities to perform self-care and personal hygiene in a reasonably private environment. (ACA 4-4144)

V. TRAINING POINTS

- A. What are the measurements for a cell/room used to house medium/minimum custody inmates?
- B. What are the minimum per person equipment requirements for each cell/room?
- C. What are the minimum equipment requirements for inmates who are confined to their cell ten hours or more?



- D.** What are the minimum equipment requirements for inmates confined to their cell less than 10 hours daily?
- E.** What are the required proportions of toilets, washbasins, and showers to inmates?
- F.** All facility designs housing inmates with medical disabilities or mental health concerns will comply with what?
- G.** TRUE OR FALSE: It is the responsibility of WDOC facilities to provide education, equipment and facilities, and the support necessary for inmates with disabilities to perform self-care and personal hygiene in a reasonably private environment.